

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

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| <b>Position Title:</b> Police Captain     | <b>Job Family:</b> VII |
| <b>General Classification:</b> Management | <b>Job Grade:</b> 23   |

**Definition:** To manage a major division of the Police Department and provide the Police Chief with the support necessary to manage the Department as a whole.

**Distinguishing Characteristics:** Positions in this class report to the Police Chief and command the two major divisions of the Police Department (Field Operations and Support Operations) and assist in overall administration of the Department. In the absence of the Police Chief, Captains serve as Police Chief. Individuals may be rotated through these assignments. The main emphasis of each is as follows:

Field Operations—Uniformed, Field Work Force: Protects life and property, preserves the peace, prevents crime, apprehends offenders, regulates traffic and manages the conduct of all City-sponsored and private "special events."

Support Operations—Felony Crimes and General Investigation Work Force: Apprehends felony offenders and assists in court prosecution. As related to youth services—oversees prevention and education programs and other efforts, juvenile, school resource, gang, DARE work force; counsels juvenile offenders, enforces City ordinances, makes speeches and presentations to schools and other groups and administers alarm and security ordinances. Manages the Records Division. Prepares and administers the Department budget.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Oversees all scheduling, assignment and evaluation of Division personnel.
2. May personally handle or direct most sensitive and/or difficult Division assignments.
3. Ensures that Division personnel receive appropriate training and evaluation.
4. Prepares and administers Division budget.
5. Establishes standard operating procedures and guidelines for the Division.
6. Coordinates work of Division with other divisions, departments and agencies.

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7. Maintains, analyzes and interprets records and reports.
8. Participates in establishment and review of departmental objectives, policies and procedures.
9. Assists the Police Chief with various departmental administrative functions.
10. Determines need for and gathers information from various departments and from outside sources in order to research proposed programs and projects.
11. Analyzes data in order to assess costs, operational feasibility and other aspects of proposed programs and projects.
12. Prepares reports and presentations on all pertinent aspects of proposed programs and projects, including budget projections.
13. Makes presentations on assigned projects and programs to the City Council and others.
14. Monitors and coordinates the execution of approved projects and programs, including preparing all required reports and supervising all related record-keeping.
15. Recommends changes in program emphasis or execution.
16. Chairs Internal Affairs boards as assigned by the Police Chief.
17. Represents the Department at commission meetings and other meetings as required.

**Minimum Qualifications:**

Knowledge of: Theories and practices of law enforcement; principles of personnel management and administration; pertinent Federal, State and local laws and rules of procedure; principles of City administration; techniques and principles of crime prevention and community relations.

Ability to: Plan, assign and supervise the work of Police personnel; develop and conduct training courses; interpret laws, rules and regulations; prepare reports and correspondence; analyze police-related situations and adopt effective courses of action; establish and maintain effective working relationships with City employees, subordinates and the public.

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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Required: A bachelor's degree is required with a master's degree and additional management and leadership training desired.

Recommended: Equivalent to possession of the management certificate awarded by the Commission on Peace Officer Standards and Training and two years experience at the rank of Police Lieutenant or above.

**Required Licenses or Certificates:** Valid California driver's license.

Established February 1980

Revised September 1999

CLASS SPECS

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